2021 OH Addendum Combined Table of Contents

This Table of Contents includes all the items form the CFA application required by the City of Seattle.

Tab 1: Project Summary

Section 1	☒	Project Summary
Form 1	☒	Project Summary

Tab 2: Project Description

Section 2	☒	Project Narrative
Form 2A	☒	Building Information
Form 2B	☒	Square Footage Details
Form 2C	☒	Evergreen Sustainable Development Standard Checklist
Attachments		
	☒	Preliminary Drawings and Site Plan • For New Construction projects, include elevations, typical floor plans, descriptive building sections, site plan, and roof plan • For projects that involve interior reconfiguration, exterior improvements, or newly constructed additions, include typical floor plans, primary elevations, descriptive building section, site plan and roof plan • For projects in existing buildings, provide current floor plans, for each floor if they differ • For all projects include a Site Plan of Off-Site Improvements if applicable
	☒	Documentation of Site Control
	☒	Title Report
	☒	Outline Specifications
	☒	Photos of Proposed Site(s)
	☒	Zoning Approval Letter/Verification of Zoning Status
	☒	Phase I Environmental Site Assessment
	☐	Phase II Environmental Site Assessment *if recommended by Phase I*
	☒	Limited survey for Asbestos, Lead and Mold if Rehab of Existing Building
	☐	Limited survey for Wetlands if Vacant Land
	☐	Signed DCI Pre-Application Conference Records – include all notes and comments
	☐	Architectural Consultant Report – for Rehab Projects – include a complete assessment of the building, recommendations, and the proposed scope of work.
	☐	Mechanical, Electrical, Structural, Roof Consultant Reports – for Rehab Projects – include a description of conditions and recommendations.
	☒	Soils Report – for New Construction Projects – include a soils assessment and recommendations

Tab 3: Need & Populations Served

Section 3	☒	Need & Populations Served
Form 3	☒	Populations to be Served
Attachments		
	☐	Market Study – May be waived by OH, contact OH to request
	☒	Document confirming consistency with the Consolidated Plan *(include Consistency Checklist previously submitted to OH)*
	☐	Document confirming consistency with the All Home Strategic Plan (*Homeless projects only*)
	☒	Neighborhood Notification Plan
	☒	Sample Neighborhood Notification Letter and Address List

Tab 4: Relocation

Section 4	☐	Relocation
Form 4	☐	Relocation Budget
Attachments		
	☐	Tenant Relocation Plan
	☐	Samples of the General Information Notice issued to all current occupants
	☐	Drafts of Move-In Notices
	☐	Drafts of Notices re: displacement and benefits
	☐	Approval letter from local government agency with jurisdiction over tenant relocation issues
	☐	List of existing residential and commercial tenants (include all occupants, with or without leases). Include the following information: • For residential occupants, include type of occupancy (renter vs homeowner), household size, unit size, and household income and rent information that is current as of the date of application. Vacant units should also be listed with the move-out date of the last tenant. • For commercial occupants, include name and type of business, length of occupancy, and current lease terms
	☐	Attach a list of all occupants who moved from the site within the past 90 days. Include the name of the business or household, the household size, and explain the reason for their move.

Tab 5: Project Schedule

Form 5	☒	Project Schedule

Tab 6: Development Budgets

Section 6	☒	Development Budget Narrative
Form 6A	☒	Development Budgets
Form 6B	☒	Development Budget Details
Form 6C	☒	LIHTC Budget (Basis Calculation)
Form 6D	☒	LIHTC Calculation
Form 6E	NA	Fee Schedule – NOT REQUIRED FOR OH APPLICATION
Attachments		
	☒	3rd Party Construction Cost Estimate
	☐	Capital Needs Assessment and Lifecycle Cost Analysis (Rehab Projects only)
	☒	Appraisal or Property Tax Assessment

Tab 7: Project Financing

Section 7	☒	Project Financing
Form 7A	☒	Financing Sources
Form 7B	☒	Estimate of Cash Flow During Development
Attachments		
	☒	Funding Commitment Letters
	☐	Letters for Committed Donations (including Sponsor Donations)
	☐	Capital Campaign Plan, if funding includes a Capital Campaign

Tab 8: Project Operations

Section 8	☒	Project Operations
Form 8A	☒	Proposed Rents and AMIs Served
Form 8B	☒	Operating, Service, and Rent Subsidy Sources
Form 8C	☒	Personnel (Service and Operating) and Non-Personnel Service Expenses
Form 8D	☒	Operating Pro Forma
Form 8E	☒	Operating Pro Forma Details
Attachments		
	☒	Documentation of Utility Allowance calculations and schedule

Tab 9: Development Team

Section 9	☒	Development Team
Form 9A	☒	Project Team
Form 9B	☒	Identity of Interest Matrix
Form 9C	☒	Project Sponsor Experience
Form 9D	☒	Project Development Consultant Experience
Form 9E	☒	Project Property Management Firm Experience
Attachments		
	☐	Development Consultant Agreement
	☐	OH CHDO Certification (Required if CHDO indicated as Proposed Ownership Structure). Contact OH for form.
	☒	Signed board resolution authorizing application submittal (if applicable)
	☒	Secretary of State certification of existence (RCW 24.03) of Applicant
	☒	Organizational By-laws and Articles of Incorporation
	☒	Board Composition list, including board member biographies
	☒	Organizational Management Team list, including biographies
	☒	Resumes/Bios of development team members
	☐	Resumes/Bios of property management team members
	☒	501(c)3 letter of determination from IRS
	☐	Audit reports with financial statements for the past three years (plus year to date statements from the most recent fiscal quarter) with the parent organization and subsidiaries broken out, in addition to consolidated totals. Include any management letters from the auditor.
	☐	Tax return 990 forms for the last two years

Tab 10: Services

Section 10	☐	Services (if applicable)
Attachments		
	☐	Memorandum of Understanding (if applicable)
	☐	Examples of assessment tools used
	☐	Services funding commitment letters
	☐	On-site services partnership letter (*if applicable*)

Tab 11: LIHTC Scoring (required only if Project includes Tax Credit financing)

WSHFC Website	☐	9% LIHTC Allocation Scoring
WSHFC Website	☒	4% Tax Credit/Bond Program Scoring

If any item listed above is not checked, or is not applicable to your project, please reference the specific document and provide an explanation here.

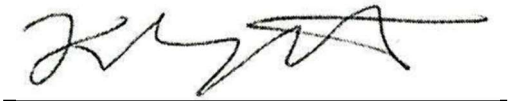
- Phase II Environmental Site Assessment if recommended by Phase I – N/A, Phase I did not recommend a Phase II Assessment.

- Architectural Consultant Report – for Rehab Projects – include a complete assessment of the building, recommendations, and the proposed scope of work. – N/A, Keiro is not a rehab project.
- Mechanical, Electrical, Structural, Roof Consultant Reports – for Rehab Projects – include a description of conditions and recommendations. N/A, Keiro is not a rehab project.
- Document confirming consistency with the All Home Strategic Plan (Homeless projects only) – N/A, Keiro is not a homeless project.
- Tab 4 - Relocation – N/A , no relocation needed at the site.
- Capital Needs Assessment and Lifecycle Cost Analysis (Rehab Projects only), N/A, not a rehab project.
- Letters for Committed Donations (including Sponsor Donations) – N/A
- Capital Campaign Plan, if funding includes a Capital Campaign – N/A, no capital campaign associated with project.
- Development Consultant Agreement – N/A, no development consultant on the project.
- OH CHDO Certification (Required if CHDO indicated as Proposed Ownership Structure). Contact OH for form. – N/A, ACLT is not a CHDO.
- Signed board resolution authorizing application submittal (if applicable) – N/A

Self-Certification of Threshold Requirements

I, K. Wyking Garrett, President, of Africatown Community Land Trust acknowledge that I have reviewed the application and checklist and that all the required documentation necessary to review this application has been included.

ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL

Signature:		**Title:**	President
Name :	K. Wyking Garrett	**Date:**	1/5/2021
Organization:	Africatown Community Land Trust	**Project:**	Keiro